



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**MEMORANDUM**

**TO:** Currently Approved Supplemental Educational Services Providers  
Prospective Supplemental Educational Services Providers

**FROM:** Michael W. Radke, Ph.D. *Mike Radke*  
Assistant Director of School Improvement

**DATE:** February 8, 2008

**SUBJECT:** 2008-09 Supplemental Educational Services Portal

The 2008-09 application to become a Supplemental Educational Services (SES) provider will be open from February 29, 2008 through March 21, 2008 at 5:00 p.m.

During this period, **prospective SES providers** should enter all application information into the portal, upload the required attachments and submit the application for consideration for approval. ALL 2008-09 applications must be submitted using the online application process in order to be considered. We encourage you not to wait until the end of the application period to begin your application, since late applications will not be accepted.

The portal is also available for **currently approved providers** to update information. All currently approved providers must use the portal to update basic contact and program information, if necessary, and to recertify the Code of Ethics and Assurances. There have been significant changes to the Code of Ethics and Assurances. Copies of these documents have been enclosed for your review. Additionally, significant programmatic changes for currently approved SES providers will require reapplication. A significant program change should be considered any change that requires an amendment to the criteria narratives.

We appreciate your commitment to ensure high academic achievement for all students. If you have any questions related to this process, please contact Regina Allen at [AllenR2@michigan.gov](mailto:AllenR2@michigan.gov) or 517-373-4140.

Enclosures

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324

## ASSURANCES

By checking the box beside each of these Assurances and submitting this document, I certify that I have read and understand each of the following statements, agree to be held accountable for the content of each of the following statements, and understand that the Michigan Department of Education (MDE) may invoke disciplinary action at any time, up to and including removal from the approved list, based upon evidence that I have violated any of these Assurances.

- ☐ The applicant entity certifies that the instructional program described in the application is the instructional program that will be offered to students.
- ☐ The applicant entity certifies that the instruction and content that will be offered is secular, neutral, and non-ideological.
- ☐ The applicant entity is responsible for payment of all payroll taxes and other business expenses or fees.
- ☐ The applicant entity will be available to provide services in a district as required by the district's enrollment procedures or contract.
- ☐ The applicant entity will serve all qualified eligible children whose parent(s)/guardian(s) register for services from this applicant entity on a fair and equitable basis and in accordance with the terms specified in the application.
- ☐ The applicant entity will promptly notify the district, in writing, within three business days, if it does not meet its minimum or exceeds its maximum number of students.
- ☐ The applicant entity will provide parent(s)/legal guardian(s) of children receiving services and district personnel information on students' academic progress in an understandable format and language on a regular basis consistent with this application.
- ☐ The applicant entity will provide evidence to the district (before services are delivered) that individuals providing services to children have successfully completed fingerprinting and criminal background checks as required in the district contract.
- ☐ The applicant entity will not disclose to the public the identity of any student eligible for or receiving SES without the written permission of the parent(s)/guardian(s). All public requests for student information should be directed to the district.
- ☐ The applicant entity ensures that the entity is financially sound and agrees to notify the MDE and district, in writing within ten business days, if and when it is no longer financially sound.

- ☐ The applicant entity agrees to follow all applicable federal, state, and local health, safety, employment, and civil rights laws at all times. This includes, but is not limited to, provision of occupancy permits and fire marshal reports to districts if requested.
- ☐ The applicant entity will not discriminate on the basis of race, national origin, sex, or disability in accepting students and providing students with SES under Title I. (In general, a provider may not, on the basis of disability, exclude a qualified student with disabilities or a student covered under Section 504 if a student can, with minor adjustments, be provided SES designed to meet the individual educational needs of the student.)
- ☐ The applicant entity will provide services consistent with the qualified student's individualized education program under the Individuals with Disabilities Education Act (IDEA) if the student is covered under IDEA, or Section 504 of the Rehabilitation Act of 1973 if the entity proposes to serve such students.
- ☐ The applicant entity will comply with the MDE Standards for Monitoring SES Providers.
- ☐ The applicant entity agrees to make all documents available to the MDE or district for inspection/monitoring purposes, and participate in site visits at the request of the MDE or the district.
- ☐ The applicant entity agrees to notify MDE and applicable districts, in writing, of any change in the contact information provided in this application within ten business days.
- ☐ The applicant entity further ensures that it will provide written notification to MDE, when SES will no longer be provided, thirty days prior to termination of services.

## SES PROVIDER CODE OF ETHICS

By checking the box beside each of these Ethics and submitting this document, I certify that I have read and understand each of the following statements, agree to be held accountable for the content of each of the following statements, and understand that the Michigan Department of Education (MDE) may invoke disciplinary action at any time, up to and including removal from the approved list, based upon evidence that I have violated any of these Ethics.

- ☐ Providers must accurately and completely describe services to consumers in terms that are easy to understand. Reading level for informational materials should be no higher than eighth grade.
- ☐ Providers must create and use promotional materials and advertisements that are free from deception.
- ☐ Providers must not misrepresent to anyone the location of a provider's program or the approval status of a program.
- ☐ Providers must not publicly criticize or disparage other providers.
- ☐ Providers must comply with each district's enrollment procedures.
- ☐ Providers must maintain a system of addressing consumer grievances and concerns and must immediately report any grievances to both the district and MDE.
- ☐ Providers must not compensate district employees in exchange for access to facilities, registration, to obtain student lists, or to encourage any district employee to violate district policies or procedure including conflict of interest.
- ☐ School personnel may be hired for instructional purposes only.
- ☐ Providers must not make payments or in-kind contributions to a district, exclusive of customary fees for facility utilization or transportation.
- ☐ Before or during the registration period, providers must not distribute any objects (such as gift cards, money, pencils, balloons, candy, frisbees, tote bags, etc.) to parents or students. Informational program materials should be printed on paper.
- ☐ Before or during the registration period, providers must not verbally or non-verbally promise or reference any objects or rewards that will be provided upon registration, program completion or as student rewards during the provision of services.

- ☐ Informational program materials, including the 150 word program summary, must not verbally or non-verbally promise or reference any objects or rewards that will be provided upon registration, program completion or as student rewards during the provision of services.
- ☐ During the provision of SES, providers may not exceed a total of \$20.00 per student annually for rewards. These rewards may not be identified in any written informational material or identified verbally to parents until AFTER enrollment. This includes computers.
- ☐ Providers must not encourage or induce students or parents to switch providers once enrolled without approval by the district.
- ☐ Providers must not attempt to influence or bias parents when performing an evaluation of the provider's services and achievement of the student's individualized learning goals.
- ☐ Providers must serve substantially all students registered and immediately communicate to the district any students who cannot be served or who drop out of the program.
- ☐ Providers must not engage in false advertising about other providers' programs.
- ☐ Providers must not charge districts more than the maximum hourly rate identified in the application nor charge districts any additional fees.